

Beaver Road Primary School

Local Governing Body Meeting

Date of meeting: Monday 20th May 2019

Quorum: 5 (met at this meeting)

Chair: Lynne Allan

Clerk: Jenny Adie

Venue: Beaver Road Primary School

pages: 7

signed: _____ **date** _____

1. Present

Name	Governor category	End of Term of Office	Present (P) apols (Ap) absent (o)					
			17/9	19/11	11/2	11/3	25/3	20/5
Lynne Allan Chair	Co-opted Governor	25/2/22	P	P	Ap	P	P	P
Pauline Black Deputy	Co-opted Governor	11/9/20	Ap	P	P	P	P	P
Jane Carroll	Parent Governor	18/11/22			P	P	P	Ap
Michael Davenport	Staff Governor, Teacher	10/2/23			P	P	P	P
Emma Forrester	Co-opted Governor	24/3/23					P	P
Louise Garvey	Co-opted Governor (Staff)	25/2/22	P	P	P	P	P	P
Sian Hanison	Parent Governor	18/12/20	P	P	P	P	P	P
Liz Hardy	Head of First School	ex officio	P	P	P	P	P	P
Patricia Holmes	Co-opted Governor	25/2/22	P	P	resigned			
Siobhan Holmes	Co-opted Governor (Staff)	29/11/20	resigned					
Rihula Mour	Staff Governor, Teacher	10/2/23			P	P	P	P
Chris Teasdale	Co-opted Governor (parent)	10/2/23			P	P	Ap	P
Sarah Turner	Co-opted Governor (parent)	29/1/22	P	P	P	P	P	Ap
Wendy Whitehead	Co-opted Governor	14/5/21	o	resigned				

In Attendance

Name	Role
David How	Executive Headteacher
Tina Smith	Finance Director
Jenny Adie	Clerk

Apologies received from: Jane Carroll, Sarah Turner; Liz Hardy to be late

Apologies formally accepted.

2. Pecuniary Interests

2.1 Completion of the 2018/19 Pecuniary Interests Register

Emma Forrester signed the Register.

The 2018/19 Pecuniary Interests Register is now complete.

2.2 Declaration of any Pecuniary Interests in the items on this agenda

No Pecuniary Interests declared.

3. Minutes of the previous Local Governing Body Meeting, on 25th March

Minutes agreed and signed as a correct record.

4. Matters arising from the minutes

None.

5. Headteacher's Report

Sent out with papers.

(Taken from 17.50 as LH arrived then after the One Voice Concert.)

One Voice was very successful. The Choir were happy to perform on stage. The event over-ran so they had to leave before the end.

The Nursery children have settled very well, and the Team appreciate the space. The children are mixing very well, there is no duplication of provision so they can maximise the space.

Outdoor plans

They have asked for 2 more sets of plans for the Juniors; they are looking for development from the facilities at the Infants. The big problem is where. Having equipment further down the site will cost an extra £15,000 to build, and a site under trees will mean equipment is less usable, there will be problems with leaves, and using it all year. They now propose building at the top of the site. Work will be started in the summer to have some provision ready for September. Development will be ongoing.

MD reported on taking the plans to the children. They were critical and came up with ideas, including opening nature areas so children can go in and make dens, which Staff had not considered. They also asked for swimming pools and trampolines. They were particularly excited about the stage area for performance.

Staffing update

MD has been appointed as Deputy Headteacher. They are now working on how Staff will work with the Headteacher, Deputies and Heads of Year. They are hoping to finalise staffing by the end of the week. There are now 5 new Heads of Year in post. They have had several flexible working requests. A Head of Year has asked for flexible working; this is not suitable for a Head of Year post, due to manageability and workload, so this request has been refused and the member of Staff will move to a teaching post. They have decided they cannot accommodate any more jobshares, there is one in most Years, oncosts are higher and manageability is more difficult.

They need a Buildings and Resources Committee meeting, the staffing budget is approaching 85% of the whole budget and they need to review posts. There are three members of Staff who could face redundancies; there are other roles, but not as per their current job descriptions so School would need to offer redundancy. This does not prevent getting the structure in place, they are not in-class posts.

LH, Ruth Byrne and Tina will be meeting with several members of Staff tomorrow to discuss changes, then meeting with the SLT.

Q. *Would it be cost-effective to have a permanent extra member of Staff, to cover absences?*

They have Higher Level Teaching Assistants who cover classes. The children know them and it works well. They also have a longer-term Supply Teacher who comes in to cover longer-term, after 2 or 3 days, when needed. He is on Supply not on contract. If they need more Supply Cover they can ask Agencies.

Priorities

Transition

There are not enough children in Year 1 to have 5 classes, the School cannot afford it. About 7 children have come, but an equal number have left. The class they are redistributing are the smallest class, and the Teacher suggested it could be good to split them. It will be done on the basis of friendship groups. There will be 31 children in each class, with a Teaching Assistant as well. If they go more than 2 over in each class, 10 more children, they will have to create another class.

Q. *How many children are on the waiting list for Year 1?*

LH did not know. There are 5 for Year 2. They will have to respond if the situation arises. They are fairly confident that Reception will be full this year, second offers have just gone out today.

Q. If they had to appoint a new Teacher, would it be a Supply Teacher?

It would depend on the situation.

Q. Do they think there is any impact on the reputation of the School, that they have a big new school and cannot fill it? Will they send the letter out to all parents?

They would need to think if that would be counterproductive to their reputation. They think it may have been a problem of the first year, the building was not visible. The only negative a Governor had heard was the size of the School, 5-form entry, some consider it to be very big. LH thought that when parents come round, when they see how it is organised, and fewer children in the building than there used to be, and of a more similar age, they are impressed and do not see it as excessive numbers.

LH thinks class-splitting will work, the children work together already, with free-flow across classes. They are also looking at Reception to Year 1 transition so the experience is more the same.

Deb Bailey coming to do QA in June. New Ofsted Framework has been sent out for Governors to read. Ofsted will now be giving half a day notice, not only one hour.

Ofsted training for Governors and Staff would be useful. There could be joint training.

DH thinks they are well-prepared anyway. Subject Leaders are skilled. There could be a problem with having numbers of new Subject Leaders but they will ensure good handover.

LH has not yet spoken to Heads of Year about Subject Leadership. They will make transition as seamless as possible. English is a very big subject and may be shared.

Subject Leaders are important to Link Governors, they need to know who to contact; the changes make it more difficult. It can also be more difficult for outside agencies to contact the School.

LH suggested that Ruth Byrne could be a single point of contact for external agencies, to ensure emails are picked-up and passed-on to the appropriate person.

Attendance

96.5%, higher again; Persistent Absence was 8.5% last month, 11% last year.

Q. Does this include Nursery?

Yes. It is statutory if parents accept the funding. This is in the letter that goes out and LH will talk about it on the Induction Evening, she also tells parents when they visit.

To be Outstanding in the Ofsted Framework, good or outstanding attendance is a limiting judgement. It is not only about Ofsted, but also about children not missing work; after a week out it is hard for children to catch up.

There may be problems with the last 2 days of term being Monday/Tuesday, and families planning not to attend but to go on holiday early.

Next year there is only Monday and this has been made an INSET Day.

Q. How are parents responding to School refusing requests for term-time leave?

There are still some who go, they are warned that they may be fined, and if repeat offenders can be prosecuted.

The **Rights Respecting** Gold accreditation visit is 27th June. There is lots going on in many parts of the curriculum, they now want it to be reflected in the environment. Banners from the children's protests will go on display. Governors are welcome to come in for the accreditation.

Q. It is Ramadan at the moment. What is the policy on children going out for prayers?

It is more of an issue for the Juniors. They have a prayer space. DH has spoken to children who have asked not to do PE because they are fasting, to say it is not an excuse, they should still do PE, and the children are doing it.

It was commented that it is part of Rights Respecting, it is the children's right. Different parts of Islam have different rules on fasting. Some say children below 12 years should not fast. Some families have children fasting at weekends, as practice for when they are older.

It was **SATs** last week for Year 6. Year 2 have had SATs over the last couple of weeks; thanks to the Teachers for supporting the children and helping them feel the least stress possible.

20 Year 6 children are going on to Didsbury High, rather than to Parris Wood.

6. CEO's Report

No papers came to this meeting. DH's report went to the Trust.

They need to work on the Vision Statement for the Trust, particularly for other schools. EF reported that at the New Governor Induction training they were told that the Government has stopped formation of empty MATs. It can be difficult to recruit other schools. If a small MAT takes on an

underperforming school, this tends not to work. Also there is now more emphasis on community, and finding other schools locally which want to join the MAT.

Q. Where does DH think they will get new member schools from?

There are local schools thinking of becoming Academies, they cannot convert on their own, they would need to join a MAT

Q. Can the MAT refuse a school wanting to join?

Yes.

Q. Can the MAT be forced to take a school?

No, though there could be ways to induce the MAT to agree.

There are 'orphan' schools, have been in a MAT, or are failing, they want to join a MAT but are not a desirable prospect for MATs. It is now considered to be good practice to have about 3 successful schools to support one failing school.

DH told Governors that there are no clear Government policies on MATs and Academies at present.

Governors have to keep informed on the Beaver Road demographic, which is changing.

Q. Do we know the demographic?

No. Reception is not full, the School could be told to take children from anywhere.

Q. Can the School say that they have only 4 classes, on numbers?

No. This was discussed at SLT, it would not be allowed. Children are still arriving in but also leaving Reception.

DH said that if all the children were here who had put Beaver Road as first choice last year, Reception would be full. The LA sent children to other schools.

Q. How did they find this out?

Word of mouth. Parents could move their child when they know there is a place at Beaver Road, but may not choose to do so after the child is settled.

This year Reception will be full. The School had over 300 applications. They expect to be full.

Q. Was last year the first that Reception was not full?

Yes.

The information given at Governor training included that the critical mass for a successful MAT is 5000 pupils, for secondary. They are now advising more community-based MATs.

Q. Was this discussed at the Trust meeting last week?

Yes, they mostly discussed the first stages of establishing the Trust, it is not at present about taking-on new schools.

This will be a discussion for the Working Party of Trust and Local Governing Body members.

There is a spectrum from schools retaining control of their curriculum, to schools being expected to work in the same way.

LA thinks that Beaver Road would be cluster 1, high autonomy, the Trust focussing on enrichment while each school retains its identity. Teaching and Learning are a relatively low priority, though why would they be.

(Liz Hardy arrived, 17.50)

LA had received the Report but other Governors and the Clerk had not. LA will circulate it.

ACTION	Lynne Allan	To circulate the Report to other Governors.
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7. Governors Committee Reports

7.1 Standards and Curriculum Committee meeting 9th May

Minutes to be sent to Governors.

The Committee received a data report from MD. He identified Year Groups with more need; when there is a Link Governor for Assessment he will populate a template to give an overview of how Years are performing. He wants to do this with the Link Governor.

It had been commented that it would be good to have the data in advance. It is difficult to receive, read and understand it at the meeting. MD said there are difficulties with sending the full information, he will be able to send it in advance when there is a summary template.

The Committee also received a report on Writing and Reading developments.

Year 6 are at Ghyll Head on 1st July, the date of the next Curriculum Committee meeting is changed to 25th June, 4.30 to 6.30pm. The focus will be PSHE, Rights Respecting, and Science.

ACTION	Clerk	To send the minutes to Governors.
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7.1.1 Link Governors

Governors volunteered for Link responsibilities.

Maths	Chris Teasdale
Humanities + RE	Louise Garvey
Arts + Music	Rihula Mour
Science	Sarah Turner or Sian Hanison
English	Lynne Allan, Emma Forrester
PSHE + Rights Respecting	Pauline Black
Assessment	Sian Hanison
Safeguarding	possibly Jane Carroll
SEND	Emma Forrester
Sports	probably Jane Carroll
ICT	Michael Davenport

7.2 Buildings and Resources Committee**Terms of Reference, meeting date, membership**

Lynne Allan, Emma Forrester, Jane Carroll, Louise Garvey, Liz Hardy, a Trustee; Tina Smith.

EF agreed to chair the Committee. EF has HR expertise, JC has buildings expertise.

DH said that he would advise a Trustee against being Chair of this Committee, he would invite interest but if the LGB wants to be autonomous, the Committee should be LGB controlled.

He thinks it is not necessary to have a Governor with a finance background on the Committee.

Reports would go from the LGB Committee to the Trust, and be scrutinised there.

First meeting: **Tuesday 4th June, 4pm**

8. Trust Board meeting 19th March draft minutes

Draft minutes of the meeting in March were sent out for information.

The minutes of the May meeting were not yet available.

LA and JC attended the March meeting. There are some issues of reporting that they feel are not entirely fair. One was that the Trust was against the LGB, which is not how it was at the meeting.

There was no acknowledgement that the LGB was in a difficult position as decisions had been taken without proper procedures.

DH reported that the Trust minutes were not accepted at the meeting last week, a Trustee thought that they were not an accurate representation. They are to be amended before acceptance at the next meeting.

The Clerk requested that timing be reviewed, there is only a week between the Trust Board meeting and the LGB meeting so the LGB cannot have the minutes of the most recent Trust Board meeting.

ACTION	Lynne Allan Jane Carrolll	To amend the minutes and circulate them to Governors before sending them to the Trust Board for amendment.
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DH reported that the meeting last week was mostly about the CEO and establishing the Trust before appointing any more Trustees or Members.

It had been proposed that the LGB Chair and one other Local Governor attend the Trust Board meetings.

Pauline Black and Emma Forrester will attend the next meeting, on Tuesday 18th June at 5pm.

The 18th June will be a discussion meeting for Vision Statements, the usual agenda wil be moved to the next meeting, on 10th July.

9. Health and Safety Policy

Use of the minibus is not included. DH said the minibus has its own book with all its rules and checks regulations. It is covered by the Facilities Manager.

There should be a reference to this in the Policy. It was suggested that CT review the minibus use checklist.

ACTION	Chris Teasdale	To review the minibus use checklist.
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Q. Is there a Trust Health and Safety Policy?

Theirs will be the same, it is a Model Policy. There could be some provisions for particular buildings.

The relationship to the Trust Policy should be stated in this Policy. (Chris Teasdale arrived)

There was a suggestion of 'near miss' reporting, by anyone, Staff (Lynne Allan arrived, 17.20) or parents. As well as identifying possible risks, reports show trends in risk management. There should be no consequences for reporting.

Q. Who is the Health and Safety Lead in School referred to in the Policy?

Tina Smith.

Q. Who would make amendments?

The Policy lies between the Facilities Manager and Tina, they would review and make alterations.

10. Governance**10.1 Skills Audit Summary**

Skills Audits have not yet been returned by all Governors.

ACTION	Clerk	To re-send Skills Audits for completion before the next meeting.
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10.2 Parent Governor vacancy

To be informed by the Skills Audit

10.3 Training

Jane Carroll and Emma Forrester have attended New Governor Induction training.

It was a full day with 25 Governors from all over Manchester, from all kinds of schools. It was a very interesting day, EF will try to get the slides on email to circulate to Governors.

A couple of the slides could also be useful information for Staff about the Governors' role.

ACTION	Emma Forrester	To ask for the training slides, To circulate to Governors after editing down.
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11. Any Other Business**11.1 Headteacher's Performance Management**

The Chair asked all the Staff Governors to leave for this item.

The Headteacher's Performance Management meeting took place in January. Governors did not know at this point of DH's intention to retire.

The usual procedure is to set targets for the coming year, and review whether last year's targets have been met. Although there was a long delay before any papers from the meeting were received by the Chair they will now be sent to the Local GB Clerk to complete the audit trail.

It was agreed by the Chair and the Governors involved that the targets for 2017/18 had been met.

It was agreed that the increment concerned should be backdated to September 2018 met.

This year's targets are not now relevant; they may be useful for LH.

DH's resignation has now been received.

Governors agreed to ratify the Headteacher's Performance Management Panel decision.
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11.2 School email addresses

Governors were reminded that they need to use School email addresses, not personal ones, to comply with GDPR.

11.3 Information letters

A letter to parents about Senior Leadership changes is still needed, also a letter announcing the Parent Governor election result.

Item 11.3 cont.**BRd.20May19****p7 of 7**

Parents need more information about what the M20 Learning Trust is, the meaning of the elements and roles in the Trust. This will go out before Class letters.

David How and Liz Hardy will write the letter about the Trust, then send it to Governors for review, so it can go out from Trustees and Governors.

ACTION	David How Liz Hardy	To write the M20 Learning Trust letter then email it to Governors for review.
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LH suggested a letter from the Chair, in September, to explain the Governors' role.

Information on Head of Year changes will go to parents of children in the Year involved, with the Class letters.

Information on Governors has to be on the School website. The School is changing website provider, the information will be on soon.

There was a request for photos of Teachers with the Staff list. LH told Governors that some Teachers do not like this, she has used drawings by the children instead.

ACTION	All Governors	To send a brief personal information paragraph to the Clerk, to go up on the website.
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Dates for meetings**Local Governing Body****Monday 15th July****5-7pm****Curriculum Committee****Tuesday 25th June****5-7pm****Buildings and Resources, Health and Safety Committee****Tuesday 4th June, 4pm****Trust Board****18th June, 10th July**